

Memorandum

To: All Principals and Staff
From: Thomas Lamb, Chief Operating Officer
Date: August 13, 2021
Re: Keycard Access Protocols

Please see the attached Keys/Cards Policy and the Key/Card Inventory Log Form. It is the responsibility of the principal to collect all keys and cards. Mark the key number and the room number with the appropriate staff members name, obtain their signatures and turn over the entire keys and keycards inventory to the security department.

Please contact Evelyn Merzon at 475-220-1645 to make arrangements to turn over your inventory. All Keycard Access will be deactivated as of June 21, 2021 and reissued in the fall as necessary.

(See next Page – Key Inventory Log)



Thomas Lamb
Chief Operating Officer
New Haven Public Schools

Lockdown keys will be issued to buildings that require a key to lock a classroom door from the inside. Not all buildings require a lockdown key; some schools have rooms that are locked internally without a key. Lockdown procedures should be reviewed with the Security Department.

At the end of the school year, the Security Department will coordinate with School Principals to collect all building keys from every employee. A key inventory will be conducted to ensure all keys are received. A receipt will be provided to the employee upon submitting key(s). Employees will be charged a \$35 fee per key that is not returned by June 30th. At the beginning of the new school year, employees will submit a key request form and key(s) will be issued upon approval. The Building Manager, Facility Service and Security Department will keep a list of the key inventory for each building. Failure to comply with the Board of Education Key Policy may result in disciplinary action, including up to termination, as it compromises the security of the schools, impacting the safety of students, faculty and the community. Every effort shall be made to maintain a safe environment for the New Haven Public Schools.

Attachment

Board of Education Key Policy

The New Haven Public Schools has implemented a key policy in order to maintain the safety of its students, faculty and the overall community. The attached key protocol and key request form outlines the process for a Board of Education employee to request a building key for access to any part of a New Haven Public School Building for the purpose of their work assignment. Employees are not allowed to trade or give their key(s) to another employee and are responsible for the key(s) assigned to them. The key request form, found on the intranet and made part of this policy, must be signed by the employee's supervisor or school Principal and submitted to the Facility Services Department(FSD). The form will be forwarded electronically by FSD to the Security Department. In addition, a work order must be submitted simultaneously by the Building Manager, or Department Supervisor, after approved by the School Principal or Department Head (or his/her designee), as described in the key protocol.

Once all approvals are obtained and the key is made, the employee must sign the request form confirming receipt of the key and affirming compliance with the Key Policy. Duplicate keys may be approved to replace lost keys at a cost to the employee of \$35/per key. Payment must be made to the Security Facilities Department before the key is issued and a receipt will be provided upon payment. Repeatedly losing keys will result in disciplinary action. If a key request is not approved, notification will be provided through the work order submitted in School Dude, stating the reason for disapproval.

Each school will have a key box for keys to be issued to substitute teachers and other temporary employees. The key(s) must be returned to the key box daily, and will be handled by the Principal and his/her designee. Similarly, the key box in the custodial office will be used for the night cleaning staff. Key(s) must be returned at the end of the work shift.

Lockdown keys will be issued to buildings that require a key to lock a classroom door from the inside. Not all buildings require a lockdown key; some schools have rooms that are locked internally without a key. Lockdown procedures should be required with the Security Department.

At the end of the school year, the Security Department will coordinate with School Principals to collect all building keys from every employee. A key inventory will be conducted to ensure all keys are received. A receipt will be provided to the employee upon submitting key(s). Employees will be charged a \$35/per key fee if not returned by June 30th.

At the beginning of the new school year, employees will submit a key request form and key(s) will be issued upon arrival. The Building Manager, Facility Service and Security Department will keep a list of the key inventory for each building. Failure to comply with the Board of Education Key Policy may result in disciplinary action, including up to termination, as it compromises the security of the schools, impacting the safety of students, faculty, and the community. Every effort shall be made to maintain a safe environment for New Haven Public Schools.

**New Haven School District
New Haven, CT**

SUBJECT: Building Access Control Policy	NUMBER: 2014-037
EFFECTIVE DATE: October 15, 2014	REVISED DATE:
AUTHORITY:	SIGNATURE:

Board of Education Building Access Control Policy

The New Haven Public Schools has implemented a building access control policy in order to maintain the safety of its students, faculty and the overall community. The attached protocol and access request form outlines the process for a Board of Education employee to request a building key and/or key card for access to any part of a New Haven Public School building for the purpose of their work assignment. Employees are not allowed to trade or give their key(s)/card to another employee and are responsible for the key(s)/card assigned to them. The building access request form, found on the Intranet and made part of this policy, must be signed by the employee’s supervisor or school Principal and submitted to the Facility Services Department (FSD). The request form must include specific door locations/areas for key card access. The form will be forwarded electronically by FSD to the Security Department. In addition, a work order must be submitted simultaneously by the Building Manager or Department Supervisor, after approved by the School Principal or Department Head (or his/her designee), as described in the building access protocol.

Once all approvals are obtained and the key is made, the employee must sign the request form confirming receipt of the key/card and affirming compliance with the building access control policy. Duplicate keys/card may be approved to replace lost keys/card at a cost to the employee of \$35/per key. Payment must be made to the Security/Facilities Department before the key/card is issued and a receipt will be provided upon payment. Repeatedly losing keys/card will result in disciplinary action. If a building access request is not approved, notification will be provided through the work order submitted in School Dude, stating the reason for disapproval.

Each school will have a key box for keys to be issued to substitute teachers and other temporary employees. The key(s) must be returned to the key box daily, and will be managed by the Principal or his/her designee. Similarly, the key box in the custodial office will be used for the night cleaning staff. Key(s) must be returned at the end of the work shift. Key cards will be assigned by Security in consultation with Principals as needed and temporary cards handled internally without a key. Lockdown procedures should be reviewed with the Security Department.

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At the end of the school year, the Security Department will coordinate with School Principals to collect all building keys/cards from every employee. A key/card inventory will be conducted to ensure all keys/cards are received. A receipt will be provided to the employee upon submitting key(s)/card and cards will be deactivated. Employees will be charged a \$35 fee per key/card that is not returned by June 30th. At the beginning of the new school year, employees will submit a building access request form and key(s)/card(s) will be issued upon approval. The Facility and Security Departments will keep a list of the key/card inventory for each building. Failure to comply with the Board of Education building access control policy may result in disciplinary action, including up to termination, as it compromises the security of the schools, impacting the safety of students, faculty and the community. Every effort shall be made to maintain a safe environment for the New Haven Public Schools.

New Haven Public Schools

BUILDING ACCESS REQUEST FORM



Request submitted by: _____
Print Name

School building: _____

Key(s)/card needed (include key or cylinder number, if applicable): _____

Reason: _____

Sign: _____ Date: _____

Work request submitted through School Dude on, date: _____

Approvals:

Supervisor/School Principal: _____ Date: _____

Security: _____ Date: _____

Work Order #: _____



Once key(s)/cards are issued, recipient signs below. Employee's signature acknowledges that the key(s)/card was received and is to be used for his/her work assignment only. Employee agrees to abide by the Board of Education Building Access Control Policy and failure to do so may result in disciplinary action, including up to termination. A \$35/per key/card fee will be charged to duplicate keys/cards (lost or missing) and keys/cards not returned as required.

Signature confirming receipt of key(s)/card(s):

Signature

Date

New Haven Public Schools

BUILDING ACCESS REQUEST SURVEY (For key/ card access to exterior doors)



Request submitted by: _____

Principal's Name

School building: _____

Hours of access for Principal: all hours
doors)

Days of the week: Every day (all

Hours of access for Assistant Principal(s): all hours
doors)

Days of the week: Every day (all

Hours of access for office staff: 7:30a-5:30p
entrance and 10a-3p west side entrance)

Days of the week: M-F (main office

Hours of access for teachers: 7:30a-5:30p
and 10a-3p west side entrance)

Days of the week: M-F (main office

Hours of access for Paraprofessional(s): 7:30a-5:30p
and 10a-3p west side entrance)

Days of the week: M-F (main office

Hours of access for Nurse/Health office staff: 7:30a-5:30p
office and 10a-3p west side entrance)

Days of the week: M-F (main

Hours of access for _____ staff: _____ Days of the week: _____

Hours of access for _____ staff: _____ Days of the week: _____

Please note here whether access to some staff is for specific exterior door(s) and list door:

Gym teachers will access the exterior doors on the east, closest to the gym between the

hours of 7:30a-5:30p.

Note: Hours of access for Custodial/Maintenance staff will be scheduled by Facilities Department, Cafeteria staff by Food Service Department and Security staff by Security Department. IT staff will have access as needed.

Approvals:

Supervisor/School Principal: _____ Date: _____

Security: _____ Date: _____



Key Inventory Log

2020-2021

School: _____

Key Number	Location	Name	Return Date